



Office of the Attorney General
Division of Criminal Investigation
316 West 22nd Street
Cheyenne, Wyoming 82002
307-777-7181



BACKGROUND INSTRUCTIONS – PLEASE READ CAREFULLY

(For Additional information <http://attorneygeneral.state.wy.us/dci/chc.html>)

Wyoming criminal history record information may be available for non-criminal justice purposes pursuant to Wyoming S7-19-106(k). Upon request for background check information, as outlined in the following procedures, the Division will respond with a form letter indicating no record or previous record with attached arrest information, to the locations indicated on a waiver form. The following procedures have been compiled to assist individuals and agencies in submitting non-criminal justice requests for criminal history information and must be closely followed. Failure to do so *will* delay all processing of the request.

1. **The individual must be fingerprinted on the standard State 8 x 8 ORANGE applicant fingerprint card provided by the Division.** Fingerprinting may be done by a local law enforcement agency or by the Division of Criminal Investigation. The Division of Criminal Investigation charges \$5.00 for this service. Criminal Justice agencies fingerprinting applicants for non-criminal justice purposes may charge a fee not to exceed \$5.00.

When fingerprinting is conducted by the Division of Criminal Investigation (Cheyenne office only) each applicant must contact the Division to schedule a time for fingerprinting.

2. **The information on the top portion of the fingerprint card. i.e. name, date of birth, reason fingerprinted, descriptive information, etc., must be completed. See appropriate FBI codes on back of this sheet.** Please print legible or type this information in black ink and do not use highlighters on the cards. If submitting your request via mail, please include a telephone number and mailing address.
3. **On the reverse side of the fingerprint card is a preprinted waiver section. The waiver must be fully completed (including designating where the response is to be sent), signed and notarized.**
4. **Submit the completed fingerprint card, notarized waiver, and a \$15.00 processing fee, in the form of a certified check or money order made out to the *Office of the Attorney General*, to the Division at the above address.** The State will accept a single payment for the total by money order or certified check made payable to the Office of the Attorney General. **No Personal Checks** will be accepted. **Cash is not accepted by mail.** If payment of cash is made in person, please have exact amount.

Do not fold fingerprint cards.